

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, October 14, 2015

3:30pm

Library Conference Room

- I. Call to Order-** The meeting was called to order at 3:37pm.
- II. Attendance**
Administration: Jim Spiewak, Chelsea DiCarlo, Carol Whitney, Todd Murphy (A), David Watters (A)
Federation: Kristy Shuda McGuire, Cathy Blaine, Eric Massenburg
Students: Shayla Roberson, Balqis Shariah (A)
- III. Old Business**
- A. Minutes from May 13, 2015 and September 9, 2015 were not available to approve. Cathy Blaine will locate minutes from May meeting and Harry Moore will send minutes from September meeting when he returns from vacation.
 - B. Jim Spiewak reported that President Generals has signed onto the American College and University Presidents' Climate Commitment.
 - C. Kristy Shuda McGuire reported that she, Jim and Kristen Starr participated in a conference call about progress in our Truth Initiative (formerly Legacy) Smoke-Free and Tobacco-Free Community College Grant on Wednesday, September 30th. Based on this progress we were invited to apply for a second year of funding. A re-application with a revised timeline and budget will be due on February 15, 2016; any money not spent by April 1 may be carried over to the second year.
- IV. New Business**
- A. New Security tools including Send Word Now, Smart Classrooms, and the Crisis Manager application were discussed in light of recent Security concerns. A question was raised about the difference between “shelter in place” and “lockdown.” Jim Spiewak explained that “shelter in place” was created to keep people inside in case of a weather-related emergency or environmental hazard.
 - B. David Watters presented revisions to College Policies and Procedures Memorandum No. 160 College Photo Identification Card Policy. This is an area where practice has moved forward, but needs policy to support it. The committee had questions about how this would impact non-credit and short courses offered by Corporate Solutions and

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DACE. Dave will reach out to Waverly Coleman, Dave Thomas, Randy Merced and S.K. Caulkins for clarifications.

- C. David Watters then presented revisions to College Policies and Procedures Memorandum No. 152 Admittance to College Buildings and Facilities. The Committee agreed to review and vote on both P&Ps at the November meeting.
- D. Kristy Shuda McGuire read in the Board of Trustees Newsletter October 2015, “At the October 1, 2015 Board meeting, the Board of Trustees took the following actions: Approved the awarding of the contract for completing the formal Facility Master Plan to Wallace Roberts & Todd, LLC (WRT) for an amount not to exceed \$263,120.” Jim Spiewak explained that this firm was the runner-up bidder and has been hired to replace the original firm to complete the current Facilities Master Plan which runs until 2025.
- E. Kristy Shuda McGuire complimented the new landscaping outside the Pavilion Building, but is concerned with drainage in the courtyard between the gym and Winnett Buildings during heavy rain; others agreed they have had to walk through large puddles. Attempts are being made to ensure drains are not clogged with leaves. Kristy suggested signs might be needed to “close” the courtyard when this happens. She also inquired about the status of additional bike racks and smoking signage funded by the Truth Initiative Smoke-Free and Tobacco-Free Community College Grant. Jim Spiewak will provide an update at the next meeting.
- F. Kristy Shuda McGuire then asked about the current provisions for the food trucks on 17th and 18th Streets. Jim Spiewak explained that a couple of food trucks were allowed to set-up on 18th Street when they were displaced from their normal spots during the Papal visit. The trucks on 17th Street are supposed to be south of the Winnett Building, with at least 6 feet of sidewalk clearance, and 15-20 feet apart; however, the City’s Office of Licenses and Inspections does not have enough personnel to enforce these regulations. Kristy Shuda McGuire expressed an interest in having a place for food trucks that have completed the College’s course. Would the College ever open up part of campus to food trucks? Todd Murphy believed it had come up for behind the Pavilion Building.
- G. Kristy Shuda McGuire was contacted by a faculty member concerned that Canteen, the current catering company, is charging \$15 for a dispenser containing our tap water. It is the same price for lemonade or iced tea. Jim Spiewak will follow-up as he also received this complaint. Canteen just signed a five-year contract with the College.

- V. **Adjournment-** The meeting was adjourned at 4:55pm.

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